INSTRUCTIONS FOR UPLOADING
Rev. 10-17-16
Questions? Edits to suggest? Email famsfdocentwebsite@gmail.com

TO LOG ONTO YOUR PAGE
1. Open up a browser window and go to http://famsfdocents.org/ (bookmark this page)
   a. Log on. Your new log on information for USERNAME and PASSWORD has been emailed to you separately.
2. In the dashboard, go to top left where you see an icon for HOME and FAMSF. Click Visit site.
3. Find your page (E.G. SCHOOL TOUR ASSIGNMENTS) in the top navigation under TOURS. Click on it.
4. At the top of your Page, you’ll see a black navigation bar.
   a. Look for the “pencil” icon and EDIT PAGE. Click to open. Now you are in the WordPress Dashboard view of the website. You will see a Word-like editing screen.
   b. NOTE IPAD USERS: Click on the pencil icon (you will not see EDIT PAGE). DO NOT click COPY TO A NEW DRAFT.
   c. You’ll notice on the top right of the editing screen there are 2 tabs – Visual and Text. 99% of the time, you want to be in the Visual Editor.

TO MAKE TEXT EDITS
1. Use the WordPress editing screen as you would Word. Delete and write new text, click to select and delete, etc.
2. You may not see all the editing controls you want at first. There’s a set you can expand by clicking on the “toggle toolbar” icon. (see screenshot).
3. We have set up several default font sizes – Heading 1, Heading 2, Heading 3 are recommended. The body copy is called “paragraph.” You’ll find all of these options in the expanded toolbar.

4. To save your work, click the blue UPDATE button on the right.
TO CUT AND PASTE COPY FROM ANOTHER WORD DOCUMENT
1. You can paste copy you have written in another document directly into WordPress editing screen.

TO ADD A PDF
1. Navigate to the page you want to edit.
2. Enter the Editing Mode - In the top black editing ribbon, click on EDIT PAGE.
3. Scroll down to the position on the page where you want to add the PDF, and click to position your cursor there.
4. Look for the ADD MEDIA icon (camera and notes) in the Editing tools (just above the box where you are editing). Click.
5. A pop up called INSERT MEDIA will appear. There are two tabs: Media Library and Upload Files. Select UPLOAD FILES.
6. Click SELECT FILES and you will see the directory from your computer. Navigate until you find the file you want to upload, then click OPEN to upload the file.
7. Your PDF file will now be in the MEDIA LIBRARY. Here's what you do to insert the PDF as a link onto the webpage:
   a. Make sure that the file is highlighted in blue, with a blue check mark in the upper left.
   b. In the right column, look for the TITLE box and add (or change the default) title. Name the file something clear and descriptive.
   c. To save your work, click the blue UPDATE button.

TO CHECK YOUR WORK
1. Once you UPDATE, at any time, go back to the top of the editing page and click VIEW PAGE.
2. If you want to continue editing, proceed as you did in #1 above.

TO ADD A LINK TO YOUR COPY AND GIVE IT A FRIENDLY NAME

1. Example. If you are writing the copy for CSP (under Programs), you might want to link to the CSP lecture schedule page (under Tours).
   a. The link is not very friendly for the CSP Lecture Schedule: http://famsfdocents.org/tour-assignments/csp-lecture-schedule/
   b. You might want to give it a friendly name – in this case “Lecture Schedule – In Museum.”

2. On your page, where you want the link to appear, type the friendly name of the link. Click UPDATE.

3. Go to the page you want to link to and copy the URL (up in the ) for the page you want to link to (in this example, it is http://famsfdocents.org/tour-assignments/csp-lecture-schedule/)

4. Return to the page where you want to insert the link. Highlight the friendly name you typed in earlier. In the toolbar, click the icon for INSERT/EDIT LINK

   a. In the pop up box, paste the URL of the link you want to be associated with the friendly name. Leave other fields blank. Click ADD LINK at the bottom of the pop up box.
   b. To save your work, click the blue UPDATE button on the right.
TO ADD AN EMAIL ADDRESS AND MAKE IT HOT
1. Go to the page where you want to add the email address. Type in the email address.
2. Highlight it.
3. Go up to the toolbar, and click on the HYPERLINK icon. (See image directly above)
4. Click ADD LINK.

TO REMOVE EXTRA LINES
1. You cannot remove extra lines easily in the Visual Editor. You need to click on the Text Editor, the tab in the upper right side of the editing screen.
2. Text Editor is the HTML view of your page. All you need to do is find the extra space you want to delete. You do not need to mess with anything else in the HTML.
3. In the Visual Editor, look carefully at the text that comes just before, and just after, the space you want to delete.
4. Now switch to the Text Editor. Scroll down the page until you see the text just before the space you want to delete. (It will be hidden amidst HTML). When you find the space, place your cursor there and click to position it. Then, click the DELETE or BACKSPACE key on your keyboard to remove the space.
5. Before you click UPDATE, switch back to the Visual Editor and see if you did it correctly.
6. If so, to save your work, click the blue UPDATE button on the right.

HOW TO COPY AND PASTE LINKS FROM SPECIAL EXHIBITIONS TO COLLECTIONS’ FOCUS OBJECTS
INTRODUCTION
1. Today, several editors pick up links to PDFs or audio and video recordings, then paste them into a secondary location on the website. We don’t do this often (because having the same file available in multiple places is a sign of bad user design), but when we do, it’s for a good reason (e.g. convenience). For example, Mickey Griffin/Special Exhibitions Editor, and Darla Radcliffe/Education Page Editor, copy and paste links from the A/V Library (for a lecture or walk through, or a study group session) into the specific special exhibition, or a particular study group page.
2. These instructions take you through a very similar process - how to grab links from Special Exhibitions (especially the archives), then paste them to the appropriate Focus Object within Collections. The task itself is pretty easy. What’s harder is
applying your judgment. Because Special Exhibitions feature works NOT in our Permanent Collection, most files will not be appropriate. What from past exhibitions is worthwhile copying and pasting to Collections? Under which heading (for the Focus Object) should it be pasted, out of the 3 choices?

INSTRUCTIONS
1. Open up famsfdocents.org in 2 tabs in your browser.
   a. In one tab, go to the end user view of the Special Exhibitions 2015 (or an earlier year)
   b. In the second tab, go to the end user view of Collections, and the sub-collection you plan to add to (e.g. Modern & Contemporary Art/Craft).
2. In your first tab (Special Exhibitions 2015), find the Special Exhibition files you want to copy to Collections, e.g. 1) Motherwell Elegies – Motherwell Brochure (1 file), 2) Lecture, “Color as a Thing: Robert Motherwell’s Elegies” given by UC Berkeley’s Lauren Kroiz (3 files) and 3) Curatorial Walk Through (3 files)
3. In the second tab (Collections> Modern and Contemporary Art/Craft), search for the Motherwell painting in our Collection At Five in the Afternoon. (Type Motherwell into the Focus Object Search box on any Focus Object page, or browse the headings until you find it.)
   a. Click on the Focus Object image to open the details page.
   b. Think through where the files should go:
      i. Motherwell Brochure is a FAMSF publication, so it should get posted under the heading FAMSF Resources using the formal brochure name, author, publishing date, etc. rather than the shortcut name it goes by in Special Exhibitions.
      ii. The A/V files for the UC Berkeley lecture should go under Related Object Research.
      iii. The Curatorial Walk Through should go under Curator Files.
   c. Now enter editing mode by clicking Edit Collections in the top black ribbon.
   d. Scroll down the page, to the Edit box called “Additional Documents and Links” below the Focus Object image.
e. Now scroll down within this Edit box, until you see the heading **FAMSF Resources**.
   i. For practice, you can make a duplicate entry for the brochure under the entry that is already there.
   ii. Type in the name of the document, etc., as you want it to appear (Motherwell Brochure is not adequate; use the name on the Gallery handout)

4. Return to the 1st tab that is open to the Special Exhibition 2015.
   a. Copy the link **Motherwell Brochure**.

5. Return to the 2nd tab, to the Focus Object Edit box.
   a. Paste the link next to the word you want to turn into a link.

   b. Now place your cursor in the active link (I do it after the first letter M) and retype the name of the brochure, as you want it to read. In other words, what you type will end up looking like this:

   **MRobert Motherwell’s Elegiesotherwell Brochure**

   This admittedly looks a little strange, but you’ll notice that as you type, the new title you have entered becomes an active link.

   c. Now, carefully delete the extraneous letters “M” and “otherwell” as well as the plain text title (which you used as your handy model).
6. Save your work, by scrolling up a little until you find the blue Update button on the right. Click to Save.

7. Check your work by clicking View Post, which returns you to the end user view of this focus object page.
   a. If your work looks good, don't forget to go back into editing mode (click Edit Collections in top black ribbon) and delete the duplicate entry.
   b. After you delete, click Update to save your work, then check your work one last time by clicking View Post.

TROUBLESHOOTING

1. I don’t see the changes I made.
   • Did you save your work? You must SAVE CHANGES. Unlike Gmail or many other desktop applications, WordPress does not “autosave.”
• Did you refresh your browser? Your browser remembers the last page you were working on, and if you work in multiple browser windows, or multiple tabs simultaneously, it can be difficult to keep track of which browser pages are “refreshed.” If you don’t see your changes, and you know you saved them, click the refresh arrow in your browser URL window.

2. I lost the link to the PDF when I tried to move it to another place on the page.
   a. Overview: You will need to grab the URL for the PDF, and then paste it into the HYPERLINK Add Link window. The good news is that your PDF is already uploaded to the Media Library, so you don’t need to upload it again.
   b. On your page, position the cursor where you want to re-insert the PDF link.
   c. Click on ADD MEDIA just above the toolbar.
   d. Click on MEDIA LIBRARY.
   e. In the SEARCH box, type in the name of your PDF.
      i. You can also FILTER BY MEDIA CATEGORY (e.g. Programs, Special Exhibitions 2013).
   f. Click on the PDF and make sure that the blue box shows it is selected. To insert the link, either
      i. Click INSERT INTO PAGE, or
      ii. Grab the URL for the PDF. Copy it, then return to your Page and follow instructions for adding a link in #3.